



MICHELE REAGAN
Secretary of State
State of Arizona

MEMORANDUM

DATE: April 29, 2016

TO: Citizens Clean Elections Commission (CCEC) Participating Candidates

FROM: Eric H. Spencer, State Election Director, Arizona Secretary of State's office *EHS.*

SUBJECT: Updated Filing Procedures for CCEC Participating Candidates

The Secretary of State's office is pleased to report that additional filing options have been created for CCEC participating candidates.

Beginning on Monday, May 2nd, *all* candidates that file with the Secretary of State's office may submit their paperwork at the filing counter located on the 7th Floor of the Executive Tower at 1700 West Washington Street in Phoenix. A new petition processing area with a high-speed scanner has been established, where nomination petitions will be scanned upon arrival and processed electronically by the Secretary of State's office. Candidates will be permitted to observe this process in real time.

Candidates will also be encouraged to create and submit their nomination paper and financial disclosure statement electronically upon arrival at the Secretary of State's office. Details about this process will be explained upon arrival; however, these functions may be performed through the Secretary of State's new online candidate portal available at <https://apps.azsos.gov/apps/election/candidateportal/>.

Beginning May 2nd, candidates may create their nomination paper through the portal without having to print or sign any document. Candidates may also use the portal to submit their required financial disclosure statement. The financial disclosure statement form is available at http://www.azsos.gov/sites/azsos.gov/files/financial_disclosure_form_january_2016_0.docx and may be uploaded through the candidate portal.

Paperwork Specific to CCEC Participating Candidates

In order to qualify for public funding, CCEC participating candidates must also submit the following documents to the Secretary of State's office:

1. Application for Certification as a Participating Candidate (if not previously submitted to the Secretary of State's office);
2. Application to Receive Participating Funds & Qualifying Contributions;
3. List of Contributions of \$5;



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4. \$5 Qualifying Contribution Slips¹; and
5. The Electronic \$5 Qualifying Contribution Report (*i.e.* the list of Qualifying Contributions gathered through the Secretary of State's E-Qual portal)²

CCEC participating candidates may submit these documents to the Secretary of State's office in person; however, the Secretary of State's office continues to recommend electronic submission. In particular, \$5 Qualifying Contribution Slips are uniquely susceptible to jamming in a copier/scanner, which potentially leads to undue delays in processing the more voluminous nomination petitions at the Secretary of State's office. Submitting \$5 Qualifying Contribution Slips via email (ccec@azsos.gov) or on a thumb drive is therefore strongly recommended. The original \$5 Qualifying Contribution Slips must be delivered to the Secretary of State's office pursuant to statute, but simultaneous electronic submission is strongly recommended in order to avoid delays.

Moreover, the CCEC-specific documents need not be submitted at the same time as nomination petitions. The Secretary of State's office therefore suggests that CCEC participating candidates consider setting a separate appointment with the Secretary of State's office to ensure their public funding documents can be processed expeditiously.

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In sum, the Secretary of State's office will accept all CCEC paperwork in-person and will work with CCEC participating candidates to ensure their paperwork is electronically scanned upon filing.

For more information on qualifying as a participating candidate, including relevant filing deadlines, please visit the Citizens Clean Elections Commission website at: <http://www.azcleelections.gov/voters/education>.

Should you have any questions regarding the Secretary of State's office procedures, including how to generate the required reports through the Secretary of State's campaign finance website, please contact our office at 602-542-8683 for assistance.

¹ The Secretary of State's office requires that all \$5 Qualifying Contribution Slips must be sorted by county, in county alphabetical order.

² CCEC participating candidates are also required to submit a check to the Secretary of State's office, made payable to the Citizens Clean Elections Fund, that corresponds to the number of Qualifying Contributions submitted. Candidates may hand-deliver or mail the check to the Secretary of State's office, c/o Election Services, 1700 W. Washington St., 7th Floor, Phoenix AZ 85007-2808. Please note that your check will not be forwarded to the Clean Elections Commission until the applicable counties have successfully performed a random signature verification of your \$5 Qualifying Contribution slips.